



## SUFFOLK COUNTY OFFICE OF HUMAN RESOURCES

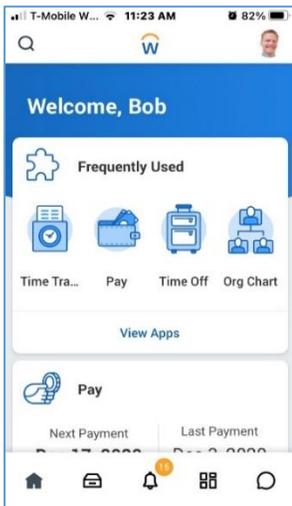
### PROJECT IMPACT GENERAL ANNOUNCEMENT #4

### ACCESS WORKDAY ANYWHERE, ANYTIME

Great news! In addition to accessing Workday from your Suffolk County work location, Suffolk County Employees will also have the **OPTION** to use Workday from either their mobile device or their home computer. Workday is a Web based solution which is accessible from anywhere you can access the web.

Using Workday from your home or mobile device is by choice, employees are **NOT** required to do so.

#### Workday Mobile App



- **Does not track an employee's location at any time.** No location based functionality is being enabled across all Suffolk County Departments.
- Built for iPhone and Android devices and downloadable through the Apple App Store and Google Play.
- Gives users simple, intuitive and convenient access to useful functionality when on-the-go.
- Best suited for managing some tasks in your inbox and viewing information, such as your personal information, pay slips and inbox items.
- **As an employee** you can change personal information, such as emergency contacts, address, phone numbers and much more. You can also view pay stubs, request time off and print W2s.
- **As a manager** you can do work on the go. Access your dashboard reports, approve your task requests and much more.

